

Federal Interagency Committee on Emergency Medical Services (FICEMS)
Method of Operations
Proposed amendments – June, 2008

BACKGROUND

Official Designation: Federal Interagency Committee on Emergency Medical Services (FICEMS)

Statutory Authority: Pursuant to Section 10202 of the Safe, Accountable, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), the Secretary of Transportation, the Secretary of Health and Human Services, and the Secretary of Homeland Security, acting through the Under Secretary for Emergency Preparedness and Response, shall establish a Federal Interagency Committee on Emergency Medical Services.

Scope and Objectives: The following purposes/objectives of FICEMS are specified in the law:

- To ensure coordination among the Federal agencies involved with State, local, tribal, or regional emergency medical services and 9–1–1 systems
- To identify State, local, tribal, or regional emergency medical services and 9–1–1 needs
- To recommend new or expanded programs, including grant programs, for improving State, local, tribal, or regional emergency medical services and implementing improved emergency medical services communications technologies, including wireless 9–1–1
- To identify ways to streamline the process through which Federal agencies support State, local, tribal or regional emergency medical services
- To assist State, local, tribal or regional emergency medical services in setting priorities based on identified needs
- To advise, consult, and make recommendations on matters relating to the implementation of the coordinated State emergency medical services programs

FICEMS is required to prepare an annual report to Congress regarding the Committee's activities, actions and recommendations.

FICEMS Statutorily Required Membership

The following members, or their designees, are required FICEMS members:

- The Administrator, National Highway Traffic Safety Administration.
- The Director, Preparedness Division, Directorate of Emergency Preparedness and Response of the Department of Homeland Security.

- The Administrator, Health Resources and Services Administration, Department of Health and Human Services.
- The Director, Centers for Disease Control and Prevention, Department of Health and Human Services.
- The Administrator, United States Fire Administration, Directorate of Emergency Preparedness and Response of the Department of Homeland Security.
- The Administrator, Centers for Medicare and Medicaid Services, Department of Health and Human Services.
- The Under Secretary of Defense for Personnel and Readiness.
- The Director, Indian Health Service, Department of Health and Human Services.
- The Chief, Wireless Telecommunications Bureau, Federal Communications Commission.
- A State emergency medical services director appointed by the Secretary.

Additional representatives of Federal agencies may be appointed by the Secretary of Transportation or the Secretary of Homeland Security through the Under Secretary for Emergency Preparedness and Response, in consultation with the Secretary of Health and Human Services providing they have a significant role in relation to the purposes of the Interagency Committee.

METHOD of OPERATIONS

FICEMS

The FICEMS, composed of high level officials, will meet at least two times per year and will:

- a. Establish policies for collaboration and cooperation among the participating Federal agencies to meet the statutory requirements;
- b. Make assignments to the Technical Working Group (TWG) which will report back to FICEMS.

At the request of the Chair the FICEMS may also conduct business by e-mail or by teleconference. As soon as practical following each meeting, the staff shall distribute draft minutes to FICEMS members by e-mail. Following their modification/approval by e-mail, the minutes shall be posted on www.ems.gov

As specified by statute, the FICEMS Chair will be elected annually. A vice-chairman shall also be elected. The Vice-Chairman shall chair meetings if the FICEMS chairman is unable to attend. If the FICEMS chair is no longer able to serve, the Vice-Chairman shall serve until the next FICEMS meeting when a Chairman will be elected.

A Technical Working Group (TWG) will provide staff support, advice and recommendations to FICEMS. The TWG also will serve as a forum for the “day-to-day” coordination of Federal EMS projects, for identifying opportunities for collaboration, for joint Federal review of documents such as grant guidance, program guidelines, and project reports. The TWG will provide a summary of their activities to FICEMS.

Policy-level decisions shall be made by FICEMS, not by the TWG. Between FICEMS meetings, if there is any question if a particular activity or action should be referred to FICEMS for interim action, the TWG Chair will consult with the FICEMS Chair who shall make the determination.

Technical Working Group (TWG)

The TWG, composed of mid-level managers and technical experts from FICEMS member agencies and other pertinent agencies, will be chaired and staffed by the NHTSA Office of EMS in cooperation with HHS and DHS. Examples of TWG membership might include:

HHS

- Emergency Medical Services for Children (HRSA) staff
- Office of Rural Health Policy (HRSA) staff
- Division of Injury Response (CDC) staff
- Division of Heart Disease and Stroke Prevention (CDC) staff
- Assistant Secretary for Preparedness and Response staff
- National Institutes of Health
- Food and Drug Administration

DHS

- Chief Medical Officer staff/Office of Health Affairs
- United States Fire Administration staff
- Grants and Training staff
- Infrastructure Protection staff

DOT

- NHTSA Office of EMS staff
- Federal Highway Administration – Chief Safety Engineer staff
- Research and Innovative Technology Administration staff
- Federal Motor Carrier Safety Administration staff

DOC

- National Telecommunications and Information Administration staff

FCC

- Public Safety and Homeland Security Bureau staff

DOD

- State EMS Director FICEMS representative
Veteran's Administration

The TWG may also invite representatives of other Federal agencies to participate in meetings and deliberations on an ad hoc basis.

It is anticipated that the TWG may address the following topics through committees:

- Education and Training
- System Infrastructure
- Research
- Preparedness
- Medical Oversight
- Emergency Communications
- Public awareness
- Wireless 9-1-1

National EMS Advisory Council (NEMSAC)

To assist with the identification of State, local, tribal or regional emergency medical services and 9-1-1 needs, FICEMS may request, through NHTSA, the advice and recommendations of the National EMS Advisory Council established by Department of Transportation/NHTSA.

FICEMS Administrative Support

NHTSA Office of EMS, in cooperation with DHS and HHS, will provide FICEMS administrative support including scheduling meetings, setting agendas, keeping minutes and records, and producing reports. (FICEMS statute is provided as Attachment). NHTSA has contracted for administrative support to FICEMS.